# e-Builder Bid Portal Introduction

The Town of Gilbert is rolling out a new platform for project management. This process is very much in the early stages, and your feedback is strongly welcomed. This brief instruction document is intended to demonstrate the platform's bid portal.

General Note: Google Chrome is the preferred browser, though any current browsing platform should work.

1) Using the project and contract specific link you received via the Town's Notice of RFQ should bring you to a landing page that looks like the page below:
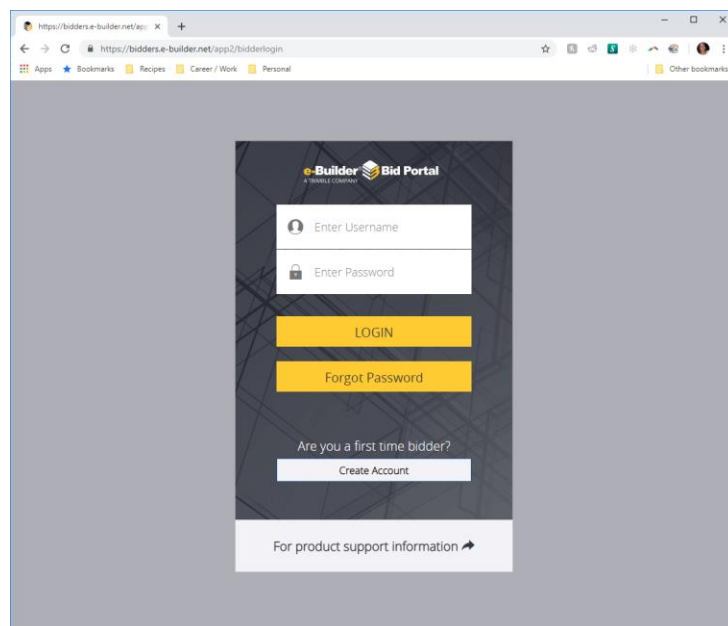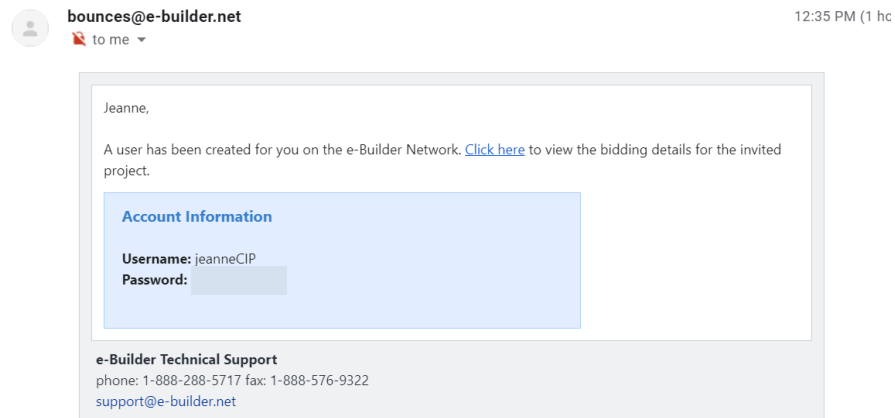

2) For new users:
    a. Click "Create Account" located near the bottom of the inset screen, and fill out the prompts.
        i. Username: should be unique, and something you can remember – please note that Town staff are not able to assist with password recovery or username recovery.
    b. After filling out all of the required fields, click the blue "Register" link located at the top or bottom of the page.
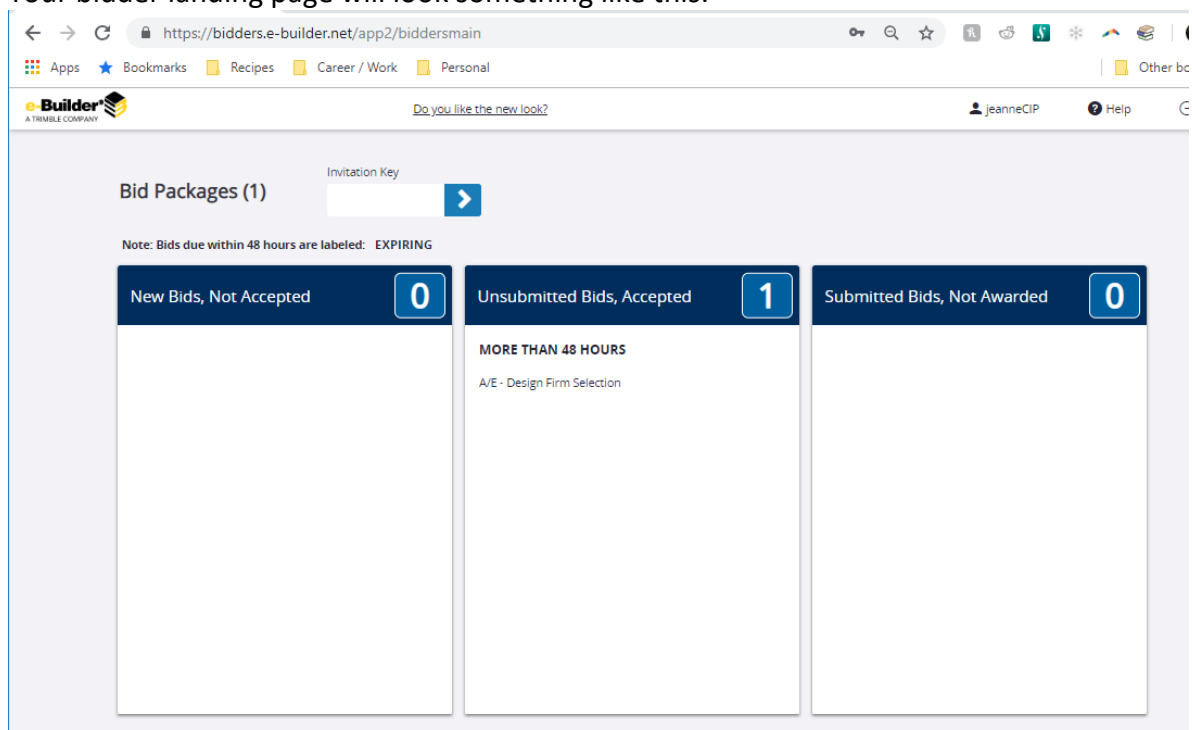
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www.GilbertAz.gov

c. You will receive an email from bounces@e-Builder.net with your username and password. You will be prompted to change your password after your first login with this account information.
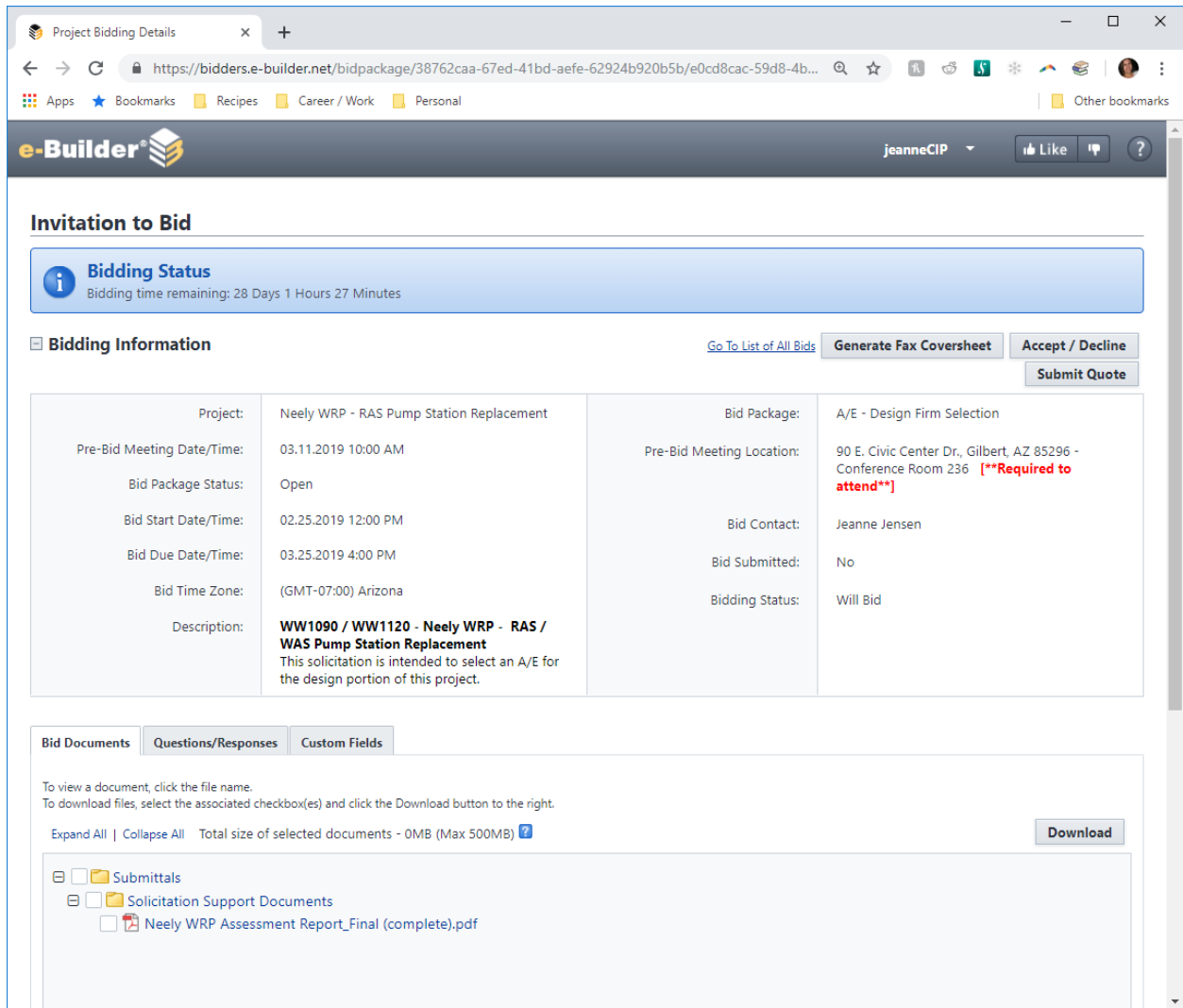
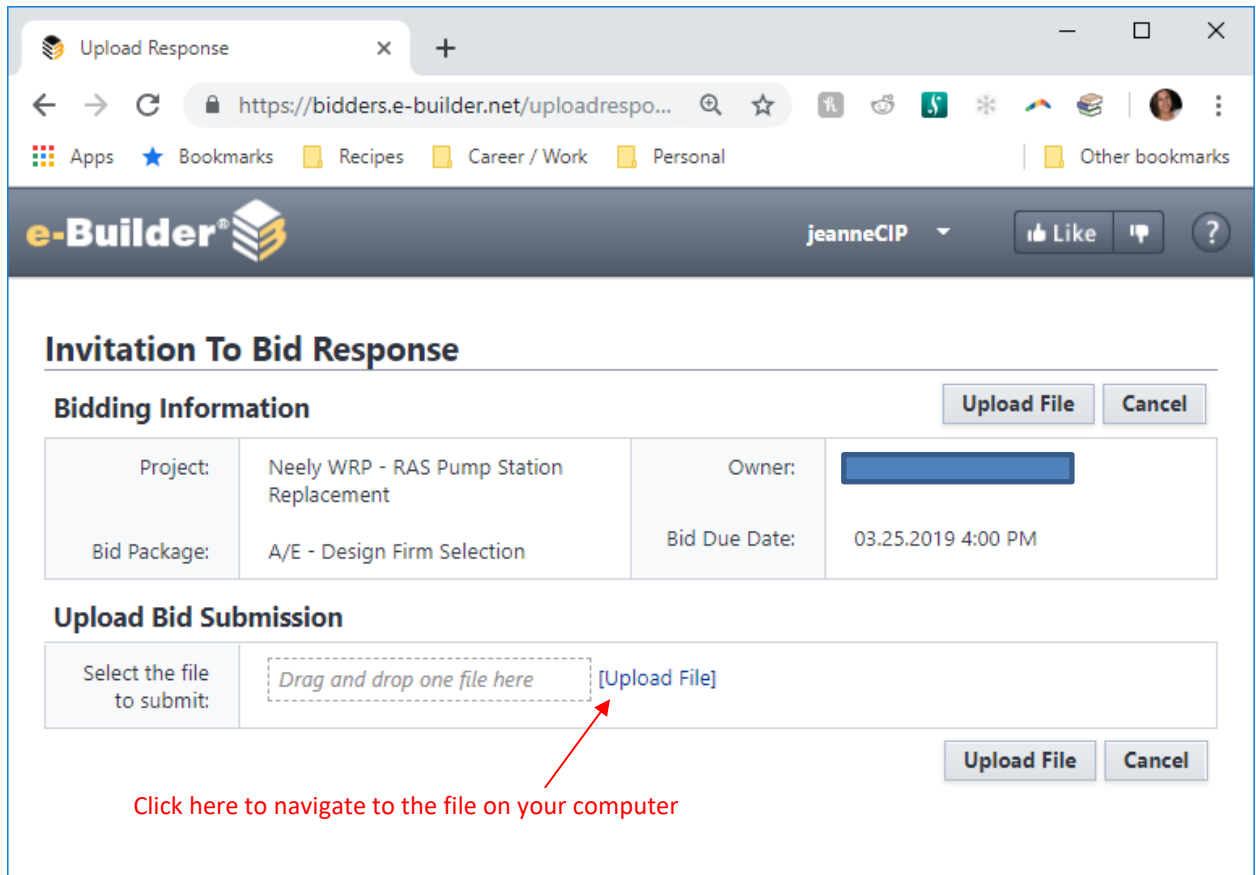A new account has been created for you on the e-Builder Network.

bounces@e-builder.net   12:35 PM (1 hc
to me ▾

Jeanne,

A user has been created for you on the e-Builder Network. Click here to view the bidding details for the invited project.

Account Information

Username: jeanneCIP
Password:

e-Builder Technical Support
phone: 1-888-288-5717 fax: 1-888-576-9322
support@e-builder.net

3) For existing users, enter your username and password, then click "login."
4) Your bidder landing page will look something like this:

5) In order to move a bid onto your landing page you need to go to the link (provided on the Notice of RFQ).
   a. Next – click "Accept / Decline"

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b. Select the appropriate response for your firm – this notifies the PM that your firm is interested, or not, as well as adds the item to your homescreen
    i. Click Save.
6) Submitting your RFQ
    a. Save your single .pdf document that is PC readable, labeled and not password protected to a folder you are able to access for uploading to the portal.
    b. Click "Submit Quote."
    c. Uploading the file:

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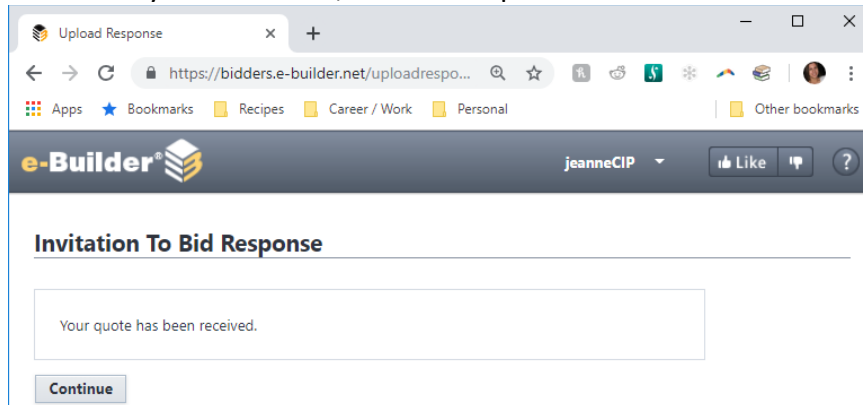
Click here to navigate to the file on your computer

d. To finalize your submittal, click the "Upload File" button.

7) Click Continue – you will return to the bid main screen.

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8) You're done! Your homescreen will now reflect your submitted bid.
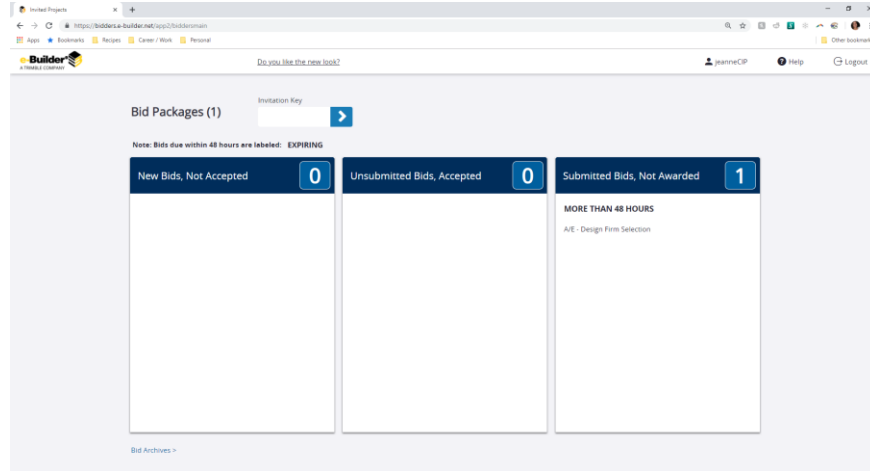
9) Please note that if the submittal requirements change, or an addenda is issued, your submittal will revert to a saved draft and you will need to log back on to acknowledge the addenda and re-submit.

Thank you, and please let me know if you have any questions about the process.

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